

**CG-13-96
1996**

19 December

POSITION UPGRADES AND COORDINATION POLICY

1. References:

- a. Commander's Guidance, CG-09-96, dated 26 Sep 96, subject: Misassignments.
- b. Memorandums, STEWS-TD, dated 25 Mar 96 and 6 Dec 96, subject: Upgrading Positions in WSMR-TECOM.

2. I am committed to avoiding misassignment of civilian employees. A misassignment occurs when an employee is required or permitted by a supervisor to perform a duty on a regular or recurring basis which is not within the scope of the employee's job description. Especially serious is the performance of duties which call for a different grade level or even a different series. The process of assimilation into WSMR Inc. continues and will require the reclassification of a significant number of positions as organizations realign and settle in their new functional surroundings. Each supervisor is responsible to ensure that job descriptions accurately reflect the duties and responsibilities assigned to subordinates and that employees are utilized appropriately and receive credit for experience gained and work performed. To avoid actions that may appear improper and eventually result in grievances, consume vast quantities of managerial time to resolve and reflect unfavorably upon the capabilities of supervisors, I am committed to a policy which establishes procedures to prevent misassignments by focusing on management's judicious use of upgrades, details, temporary promotions, or establishment of a new position and reassignment of the employee.

3. Until further notice, the following procedures will be followed by all WSMR-TECOM organizations when submitting requests for processing of

personnel actions.

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a. All personnel action requests (SF-52s) assigning an employee to a higher graded position or a redescribed position, either temporary or permanent, will be routed up the supervisory chain to the Chief Operating Officer/Technical Director, STEWS-COO, for review. Managers and supervisors should attach a one paragraph cover memorandum which justifies the necessity for such action and precisely delineates job changes, and be prepared to fully justify proposed actions in terms of operational necessity, funding, hiring, and high grade constraints. If approved for processing, the request will be released to RM for action (i.e., budget, manning document, TDA reviews, classification).

b. All other routine actions should be remitted directly to RM-H for processing (i.e., name changes, retirements, details, recruit actions).

4. Preliminary, informal (verbal) "advisories" are still available to supervisors from either directorate or RM personnel specialists. However, this will not preclude or commit the above process.

5. Specific guidance on this matter is available from RM-H, Mr. Jesus Porras, 678-4196.

JERRY L. LAWS
Brigadier General, USA
Commanding

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